

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General**



**Attorney Advisor
Department of Employment Services, Office of the General Counsel
Vacancy Announcement OAG-13-075
*Salary range: LS- 11/12, \$58,952- \$70,657**

The Department of Employment Services provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability and the highest quality of life for all District of Columbia residents.

The incumbent will provide legal advice and counsel to the Department of Employment Services (DOES) on all legal matters, including personnel, unemployment insurance and workers' compensation. Position also requires the drafting, review, revision and interpretation of local and federal laws, regulations, policies, memoranda of agreement and understanding, and all responsive correspondence involving legal or policy matters. Position also requires practice before the District of Columbia Court of Appeals, Office of Administrative Hearings, Office of Human Rights and Office of Employee Appeals. The Office of the General Counsel also acts as the DOES FOIA officer and Ethics officer and the incumbent would be required to provide advice and counsel in those areas, as well.

The successful candidates must have a law degree and must either be a member of or eligible for waiver into the District of Columbia Bar. If a candidate is selected and is not a member of the District of Columbia Bar, he/she must apply for membership and show proof of such prior to the commencement of employment.

The candidate should have experience in the area of administrative law; litigating cases before administrative agencies; knowledge and/or experience in personnel law, unemployment insurance and workers' compensation law; experience in drafting and interpreting regulations and policies. Candidates should have excellent verbal communication, research and writing skills; and the ability to multi-task under tight deadlines.

The position is a term position, initially funded for a period of 13-months, subject to agency renewal. This position is within the Collective Bargaining Unit. Candidates are subject to a background check. Open until filled. Screening of applications will begin on October 9, 2013.

*** Salary in this range will be based on applicable rules, regulations and guidelines.**